

USCYBERCOM PERSONNEL PROFILE FORM

PERSONAL INFORMATION (ALL PERSONNEL)

NAME (Last, First, Middle)		DIVISION / J CODE	
SSN		HOME ADDRESS	
CONTACT NUMBER		CITY/ STATE / ZIP	
CIVILIAN E-MAIL		DO YOU HAVE DEPENDENTS	YES NO
MILITARY E-MAIL		DO YOU HAVE A YELLOW BADGE	YES NO

TEMPORARY LODGING INFORMATION

HOTEL/LODGING NAME		ADDRESS (IF NOT ON BASE)	
BLDG/ROOM NUMBER		CITY	
HOTEL/LODGING NUMBER		STATE / ZIP	

MILITARY MEMBERS

SERVICE BRANCH ARMY NAVY MARINE CORPS AIR FORCE COAST GUARD SPACE FORCE	RANK / PAY GRADE	DATE DEPARTED LAST DUTY STATION	TYPE OF ORDERS (GUARD/RESERVE ONLY)
STATUS ACTIVE COMPONENT GUARD/RESERVE	DATE OF RANK	DATE ARRIVED WITC	ORDERS START/END DATE (GUARD/RESERVE ONLY)
UNIT TYPE (GUARD/RESERVE ONLY) NG RES TPU IMA IRR	AFSC/MOS/SPECIALTY	LAST Evaluation	LENGTH OF ORDERS (GUARD/RESERVE ONLY)

CIVILIAN & CONTRACTOR MEMBERS

TYPE AIR FORCE DIA NSA CONTRACTOR OTHER	PAY GRADE	DO YOU HAVE YOUR SF50? YES NO	DATE ASSIGNED TO UNIT
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EMERGENCY CONTACT INFORMATION (ALL PERSONNEL)

NAME	RELATIONSHIP	HOME PHONE
HOME ADDRESS	CITY	STATE / ZIP

SECURITY INFORMATION (FOR IN-PROCSSING PERSONNEL)

Date of Birth	Place of Birth	Country of Birth
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FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Information contained within this document contains personal information, disclosure of which is prohibited by the Privacy Act (5 U.S.C.552a). Protected information included in this document are in accordance with section (b)1 of the Act which permits disclosure to individuals with the Department of Defense (DoD) with an official need to know. Release of such protected information outside the DoD is prohibited. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."



WELCOME to United States Cyber Command!

We are excited you have joined our joint formation of elite warfighters. We look forward to serving with you as we operate at the speed, relevance, and scale necessary to own the domain! You are vital to our success in a dynamic and contested cyber environment. Our Command Code emphasizes that we win with people and we thank you for dedicating your expertise, talent, and passion to defend our Nation. To learn more about the Command, visit our website: <https://www.cybercom.mil/>

OUR COMMITMENT

U.S. Cyber Command is committed to ensuring you experience a smooth transition and quickly integrate into our team. Service members, civilians, contractors, and their families are integral members of our team. Your supervisor, sponsor, and the Welcome Center staff are prepared to connect you to resources and answer your questions via our welcome email: USCYBERCOM_Welcome@cybercom.mil

OUR FORT GEORGE G. MEADE COMMUNITY

As a valued member of U.S. Cyber Command, you and your family can enjoy support services and activities. The Fort George G. Meade garrison offers a full range of amenities, including privatized housing which may be available to DoD civilians. To access Fort Meade information, peruse this website: <https://home.army.mil/meade/index.php>

OUR LOCAL REGION

The local community offers tremendous opportunities for off-duty experiences, including many events in Baltimore, Annapolis, and Washington, D.C. We encourage you, as a member of our community, to safely enjoy the opportunities in the National Capitol Region. For information on visiting local community resources, visit the Fort Meade website community page: <https://home.army.mil/meade/index.php/about/local-community>

WHAT'S NEXT

In order to expedite your ability to gain access to our buildings, please complete all requirements for security in-processing immediately and communicate any unique needs or obstacles to your supervisor or sponsor as soon as possible. Once you arrive and receive security credentials, you will attend our 2-day Welcome. Integrate. Network (WIN) Enhanced Onboarding program to commence your journey. We wish you well during your transition. Once again, welcome to the U.S. Cyber Command family!

KENNETH M. BRUCE, JR.

Chief Master Sergeant, U.S. Air Force
Command Senior Enlisted Leader

TIMOTHY D. HAUGH

General, U.S. Air Force
Commander





USCYBERCOM SECURITY AWARENESS OVERVIEW



While assigned to the WITC remember you are responsible to adhere to the security rules and regulations. Please review the list below and if you have any concerns or questions, contact the Security Office at 410-854 -2140, on site, or via email at USCC_Security_Action@cybercom.mil

1. Report:
 - a. Visits to embassies, consulates, or personal trips overseas prior to traveling.
 - b. Close and/or continuing contact with foreign national citizens
 - i. This includes contact on social media (e.g. Facebook, LinkedIn) and sending annual cards as this is continuing/continuous contact, regardless of frequency.
 - ii. The definition of "close" is someone with whom you are bond by a friendship, loyalty, or obligation. You are not required to report persons with whom the relationship is strictly professional, unless the relationship goes beyond professional (e.g. going to movies, playing sports together).
 - c. Any suspicious or concerning incidents for you or your family members. This includes odd phones or email contact, unsolicited gifts or signs of affection, and showing undue or unusual interest in you, your work, or your family.
 - d. Immediate family and any persons living with you who are not United States born citizens must also be reported regardless of estrangement or death.
 - e. Any unauthorized disclosures of classified or sensitive information immediately.
 - f. When not related to official duties, contact with anyone known or believed to have information of planned, attempted, actual, or suspected espionage, sabotage, subversion, or other intelligence activities against DOD facilities, organizations, personnel, or information systems.
 - g. Persons attempting to entice co-workers into criminal situations or obtain access to sensitive information inconsistent with their duty requirements.
2. Ensure that you are protecting classified and classifiable materials.
3. Media contact is prohibited.
4. Acquiring, or permitting others to acquire, unauthorized access to classified or sensitive information systems is a violation of security.
5. Pre-Publication review is a lifelong requirement of personnel holding a security clearance and (includes speeches and resumes)
6. Personal Electronic devices should remain in approved spaces only. If you discover you have electronic devices in unauthorized spaces or have found any unattended devices report immediately to WITC staff and Security.

I understand that I am to report any actions and/or activities for myself and others that are reportable, questionable or concerning to my Security Office. This includes but is not limited to the information listed above. Failure to comply with Security may result in judicial and/or administrative action pursuant to applicable law and regulations.

Printed Name

Signature

Date

**US ARMY GARRISON, FORT MEADE
INSTALLATION INPROCESSING
PERSONNEL SERVICES BRANCH (PSB)**

Step-by-step procedures can be found at:

<https://home.army.mil/meade/about/Garrison/directorate-human-resources/military-personnel-division/personnel-services>

PSD

Pershing Hall

4550 Parade Field Ln

Fort Meade, MD 20755

Comm: 301-677-4749

Hours of Operation:

Monday – Friday

0730 - 1600

US ARMY GARRISON, FORT MEADE, INSTALLATION INPROCESSING CHECKLIST

AUTHORITY: AR 600-8-101

PURPOSE: To ensure Soldier readiness upon arrival to gaining unit.

ROUTINE USE: To in-process US Army Garrison Fort Meade.

INSTRUCTIONS: This in-processing sheet is designed to assist you and the Installation in completing your in-processing to Fort Meade. It is your responsibility to complete this checklist properly.

SECTION A – PERSONNEL DATA

NAME:	RANK:	ARRIVAL DATE:
GAINING UNIT:	UNIT UIC:	INPROCESSING DATE COMPLETED:

SECTION B – INSTALLATION INPROCESSING

INSTALLATION ACTIVITY	INPROCESSED BY (PRINT NAME)	SIGNATURE	INPROCESSED Y/N DATE
A. COMPREHENSIVE SOLDIERS AND FAMILY FITNESS (CSF2) (MRT)			YES / NO
B. PERSONNEL SERVICES BRANCH (PSB) (COPIES OF SOLDIER'S LATEST EOM LES & CURRENT eMILPO SRB ARE REQUIRED)			YES / NO
C. INSTALLATION VOTING ASSISTANT OFFICE			YES / NO
D. DEFENSE MILITARY PAY OFFICE (FINANCE) (COPIES OF SOLDIER'S PCS ORDERS, ANY AMENDMENTS & PCS LEAVE FORM ARE REQUIRED)			YES / NO
E. TRANSPORTATION OFFICE			YES / NO
F. NEWCOMER'S ORIENTATION			YES / NO
G. TRICARE SERVICES BRIEFING			YES / NO
H. MEDICAL FACILITY (MEDICAL RECORDS)			YES / NO
I. FORCE HEALTH PROTECTION CLINIC			YES / NO
J. EPES DENTAL CLINIC (DENTAL RECORDS)			YES / NO
K. DEPARTMENT OF BEHAVIORAL HEALTH			YES / NO
L. VETERINARY SERVICES (PET OWNERS ONLY)			YES / NO
M. CASUALTY ASSISTANCE OFFICE CAO/CNO TRAINING E7 TO E9, CPT TO COL, CW2 TO CW5			YES / NO
N. ENGAGE (FORT BELVOIR R2 OFFICE)			YES / NO
O. EDUCATION CENTER			YES / NO
P. INSTALLATION SPONSORSHIP			YES / NO

SECTION C- LOCATION OF ACTIVITIES

A . COMPREHENSIVE SOLDIERS AND FAMILY FITNESS (CSF2) (MRT)	8452 ZIMBORSKI AVENUE (MCGILL TRAINING CENTER)	(301) 677-7966	CONDUCTED MONTHLY, CALL FOR DATES & TIMES
B. PERSONNEL SERVICES BRANCH (PSB)	4550 PARADE FIELD LANE, RM 204	(301) 677- 3107/2314/77 49/7942	S1 CAN SIGN OFF
C. INSTALLATION VOTING ASSISTANT OFFICE	4550 PARADE FIELD LANE, RM 306	(301) 677-7125	CALL FOR IN- PROCESSING
D. DEFENSE MILITARY PAY OFFICE (FINANCE)	4550 PARADE FIELD LANE, RM 149A	(301) 677- 5332/5818	FT MEADE WEBSITE
E. TRANSPORTATION OFFICE	4550 PARADE FIELD LANE, RM 134	(301) 677- 9639/9637/ 9638	MON - FRI 0730-1200 1230-1600
F. NEWCOMER'S ORIENTATION	830 CHISOLM AVENUE (ACS BUILDING)	(301) 677-5590	FT MEADE WEBSITE
G. TRICARE SERVICES BRIEFING (CUSTOMER SERVICE OR MEDICAL RECORDS CAN SIGN OFF)	2480 LLWELLYN AVENUE (KIMBROUGH)	(301) 677-8741	MON-FRI 0730-1630
H. MEDICAL FACILITY (MEDICAL RECORDS)	2480 LLEWELLYN AVENUE, RM F36 (KIMBROUGH)	(301) 677-8940	MON-FRI 0730 - 1630
I. MEDICAL READINESS CLINIC (LOCATED BEHIND KIMBROUGH)	2480 LLEWELLYN AVENUE (KIMBROUGH) BUILDING T2476	(301) 677-8704	MON - FRI 0730 - 1630
J. EPES DENTAL CLINIC (DENTAL RECORDS)	8472 SIMMONDS ROAD	(301) 677-6983	TUES & THURS ONLY 0700 - 1600
K. DEPARTMENT OF BEHAVIORAL HEALTH	2480 LLEWELLYN AVENUE, RM 3C01 3rd FLOOR OF KIMBROUGH	(301) 677-8895	MON-FRI 0800 - 1600
L. VETERINARY SERVICES	2018 ANNAPOLIS ROAD	(301) 677-1300	CALL FOR IN- PROCESSING MON-FRI 0800 – 1600
M. CASUALTY ASSISTANCE OFFICE CAO/CNO TRAINING E7 TO E9, CPT TO COL, CW2 TO CW5	4550 PARADE FIELD LANE, RM 154	(301) 677-2206	CALL FOR IN- PROCESSING MON-FR 0730-1600
N. ENGAGE (FORT BELVOIR R2 OFFICE)	8452 ZIMBORSKI AVENUE (MCGILL TRAINING CENTER)	(301) 677-7967	CONDUCTED MONTHLY, CALL FOR DATES & TIMES
O. EDUCATION CENTER	4415 LLWELLYN AVENUE	(301) 677- 6421/5414/ 2064	IN PERSON
P. INSTALLATION SPONSORSHIP	4550 PARADE FIELD LANE, RM 134	(301) 677-2314	S1 CAN SIGN OFF

SECTION D- IN-PROCESSING CONTROL STATION (UNIT S-1)				
HAS THE SOLDIER COMPLETED IN-PROCESSING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	VERIFIED BY UNIT SI (PRINT AND SIGN NAME):	DATE VERIFIED:
IN & OUT PROCESSING TEAM (PSB)				
SM LAST NAME	PSB POC	EMAIL ADDRESS		
A-F	Mr. Gray	roderick.s.gray.civ@mail.mil		
G-L	Ms. Malone	olga.a.malone.civ@mail.mil		
M-R	Ms. Mante	june.a.mante.ctr@mail.mil		
S-Z	Ms. Thomas	donna.m.thomas.ctr@mail.mil		
REMARKS:				

FINANCE IN-PROCESSING

1. For a PCS from a CONUS Location attend the Microsoft TEAMS meeting (FINANCE IN-PROCESSING BRIEFING) on Tuesdays @ 1000hrs.

https://dod.teams.microsoft.us/l/meetup-join/19%3adod%3ameeting_8b1fefcd619a4e098d22572649bc7967%40thread.v2/0?context=%7b%22Tid%22%3a%22fae6d70f-954b-4811-92b6-0530d6f84c43%22%2c%22Oid%22%3a%2248ce1ed5-938c-48b6-bb63-79a6cd84f829%22%7d

For a PCS from an OCONUS Location attend the Microsoft TEAMS meeting (FINANCE IN-PROCESSING BRIEFING) on Tuesdays @ 1300hrs

https://dod.teams.microsoft.us/l/meetup-join/19%3adod%3ameeting_400cf7b03d0949c7b2789d7a87564d5e%40thread.v2/0?context=%7b%22Tid%22%3a%22fae6d70f-954b-4811-92b6-0530d6f84c43%22%2c%22Oid%22%3a%2248ce1ed5-938c-48b6-bb63-79a6cd84f829%22%7d

Once complete with briefing, Create Voucher” on Smart Voucher site.

2. All service member will In-process through the Smart Voucher site.

<https://smartvoucher.dfas.mil/>

Need help filling out SmartVoucher:

<https://www.dfas.mil/Portals/98/SmartVoucher%20Mil%20PCS%20User%20Guide%20-%2024%20August%202021.pdf>

You will use your CAC card to log into the site, Click on “Create Voucher”

User Type Selection

For the Category Select “PCS”

Type of user select the one that applies to you.

What DMPO are you submitting from? Use the drop down to select “Fort Meade, MD”

Select next then fill out the information on each screen.

Key Supporting Documents Required

Documents required for In-Processing

PCS Orders to include Amendments

DA Form 31 - Leave Request Form

DD Form 1351-2 - Travel Voucher (will be created within the SmartVoucher System, directions are later in the brief)

DD Form 1610 and Amendments, (if TDYenroute)

Receipts for any reimbursable expense \$75.00 and over

Lodging/Hotels receipts regardless of cost

Airfare receipt to include Itinerary

All receipts to include the above must show a "Zero (0) Balance" indicating payment has been made in full

If you were not issued a receipt with a zero balance, you may complete the applicable Statement In Lieu of Actual Receipts at the below links

Statement In Lieu Of Actual Receipt (right click and open hyperlink)

Statement In Lieu Of Lodging Receipt {right click and open hyperlink)

DA Form 5960 -Authorization to Start, Stop, or Change BAH PA Form 5960

ONLY Applicable for those who were married in-transit or divorced within the last year

Must submit marriage certificate and or divorce decree/parenting plan

Military PCS Customer Service:

The pay office will send your voucher to DFAS. Call or visit the Ft. Meade pay office with questions about your PCS travel voucher or DFAS Customer Care Center with questions at 1-888-332-7366 or 1-888-332-7411.

Basic Allowance for Housing (BAH) Checklist

The following checklist was designed to assist Soldiers with understanding the new requirement for processing BAH **(this checklist must be placed in your Finance In-Processing/ Separation packet)**. Soldiers should check the appropriate box below, then sign the document in the area designated at the bottom. Failure to comply with these instructions could result in an over/under-payment of your BAH entitlement. This checklist will assist us in ensuring that your pay account reflects correct BAH status and therefore you receive accurate BAH entitlement.

Soldiers Name (Last, First MI): _____

Life Changing Events Have Not Occurred During PCS or Prior to Separating From Service:

- ☐ I am single with no dependents.
- ☐ I am married and receiving BAH with-dependent rate on behalf of a non-military spouse.
- ☐ I am receiving BAH with-dependent rate on behalf of a minor child in my "primary" custody.
- ☐ I am receiving BAH with-dependent rate for paying child support on behalf of a minor child in the custody of a non-military former spouse.
- ☐ I am married to a member on active duty and receiving BAH at the without-dependent rate.
- ☐ I am married to a member on active duty and receiving BAH at the with-dependent rate on behalf of a minor child.

Life Changing Events Affecting BAH that Require BAH Update - DA Form 5960 and supporting documents must be attached:

- ☐ I married a spouse. (DA 5960 and Marriage Certificate)
- ☐ I acquired a dependent child and I have a Primary custody. (DA 5960 and Birth Certificate)
- ☐ I am divorced and I pay monthly child support. (DA 5960 and Divorce Decree are attached).
- ☐ I am divorced and I have a "Primary" custody of a minor child. (DA 5960 and Divorce Decree)
- ☐ I acquired a dependent child outside of a marriage and pay child support. (DA 5960, Birth Certificate, and a proof of child support)
- ☐ I PCS to an oversea station and I am paying child support (DA Form 5960 and Divorce Decree or proof of child support are attached – SM authorized BAH-DIFF only).

Note: All DA 5960 must be signed by the commander or the first commissioned officer in the chain of command with proper signature authority designated on a DD 577.

Soldier Signature _____

Date _____

SC:	PCS ARRIVAL DOCUMENT SUMMARY SHEET	DATE:
SSN:	NAME: (LAST, FIRST MI)	UNIT:

SB03	DATE LV START	
	DATE LV STOP	
	LV TYPE	
	AUTH NUMB	

5101	START DATE	
	ZIP CODE	
	ACCOM STATUS	

NOTES:

SB03	DATE LV START	
	DATE LV STOP	
	LV TYPE	
	AUTH NUMB	

3504	START DATE	
	GOVT QTR ASG	
	GOVT QTR ADQ	
	NR DEP BAQ	
	BAQ DEP CODE	
	DOB DEP CHILD	
	RENTAL %	
BAQ LV RATE		

SB03	DATE LV START	
	DATE LV STOP	
	LV TYPE	
	AUTH NUMB	

6801	START DATE	
	ZIP CODE	
	ACCOM STAT	
	RENT PAID	1
	RENT STATS	R
PERCENTAGE	BLANK	

SB03	DATE LV START	
	DATE LV STOP	
	LV TYPE	
	AUTH NUMB	

SG03	DATE ARRIVE	
	DDLDS	
	MVNT REASON	A
	DUTY CNTRY	US
	ARR DEP CODE	
	DTE DEP CONS	
	DAYS TVL TIME	
	DAYS TDY	
	PROCEED TIME	0
	ZIP CODE	
	ACCOM STATS	
	BAQ TYPE	
	SUB ALW TYPE	

4001	EFF DATE	
	TYPE	S

CURRENT SH:

DN01	EFF DATE	
	TYPE	1

3001	START DATE	
	RATE	
	PAY TYPE	

TRAVEL DATES:		
ET:		
AT:		
LV:		
PTDY:		
TDY:		
HRAP:		
PDMRA:		
PRECED:		
D/D:		

3002	STOP DATE	
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LD01	EFF DATE	
	TEMP ADSN	4815

LG04	PACIDN	
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Date Stamp:

SC04	MAIL OPT IND	BLANK
	SITE ID	
	W2 PRINT	N
	LES NPA	BLANK
	ADDRESS	BLANK
	CITY	BLANK
	STATE	BLANK
	ZIP CODE	BLANK
	MIL TITLE	BLANK
	PACIDN	
	PRA IND	BLANK

_____ SINGLE	_____ SINGLE W/DEPENDENT	_____ SINGLE PAYING CHILD SUPPORT
_____ MARRIED	_____ DUAL MILITARY	



Welcome to USAE, USCYBERCOM

Welcome to United States Army Element, USCYBERCOM. Below are the in-processing procedures to allow integration to the Team.

1. Send an email the US Army Element distro:
 - a. USCC_USAE_Leadership@nsa.gov
 - b. Include in the email the following information:
 - i. DoD ID#
 - ii. @army.mil email address
 - iii. Cell phone number
 - iv. Active, Reserve, or Guard
 - v. Gender
 - vi. Rank
 - vii. MOS
 - viii. Arrival Date
 - ix. ETS Date
 - x. Recent ACFT Score Card (If available)
 - xi. Recent 5500/5501 (If applicable)
 - xii. If you know what J-Directorate you will be going to.
 - xiii. Any questions you might need answers for

2. Below is the USAE Contact Card with phone numbers of our CMD team as well as other important locations on post.

United States Army Element (USAE)				USCYBERCOM Assistance		Fort Meade Assistance	
Position	Name	Office	Home	Chaplain	410-854-9886	ACS	301-677-5590
CDR	MAJ DeViese	240-373-0986	907-854-3071	EO	301-677-7419	AER	301-677-5768
SGM	SGM Reed	443-479-6952	-----	SHARP*	301-677-4147	Child Abuse*	410-320-8237
XO	CPT Bradley	301-225-0941	-----	IG	443-634-7770	Domestic Violence*	301-688-6918
1SG	SFC Head	667-812-5865	210-216-2659	SJA	301-688-2210	EO	301-677-6687
1 st PLT (J0,1,4,5,6)	SSG Camizzi	667-812-5463	607-590-5456	WITC	301-677-9571	FAP	301-677-4118
2 nd PLT (J2)	SFC Tatum	667-812-1495	770-630-6312	Watch*	443-654-4801	Inclement WX*	301-677-6323
3 rd PLT (J3)	SSG Dill	667-812-5456	406-647-5300	Counseling		Legal	301-677-9504
4 th PLT (J7,8,9,CNMF)	SSG Edmund	443-634-9659	843-694-6057	Behavior Health	301-677-8895	MP Non-Emergency*	301-677-6622
				MFLC	240-755-9851	Red Cross*	410-624-2000
				Mil One Source*	1-800-342-9647	Visitor Control*	301-677-1064
				Post Chaplain	301-677-6703		
				ASAP	301-677-7121	Other Hotlines	
				Medical		DoD Safe Help*	877-995-5247
				Kimbrough	301-677-8800	iSalute*	1-800-225-5779
				Dental	301-677-6078	Suicide*	1-800-273-8255
				EFMP	301-677-8435	* Denotes 24/hr line	

Agency Condition Codes

Green: Normal Conditions; Blue: Liberal Leave; Yellow: Delayed Opening; Red: Closed
 Orange: Targeted Closings; Purple: COOP/Remain Accessible; Snow Line: 301-688-SNOW